

DD/A Registry

File *Travel*

DDA 76-4223

23 August 1976

MEMORANDUM FOR THE RECORD

SUBJECT: Non-Duty Hour Request for Air Transportation  
for the DCI and DDCI

1. Events of the weekend of 21-22 August 1976, in trying to arrange during non-duty hours for air transportation for the DCI, were such that we believe a more centralized procedure and better coordination among certain elements are in order.

2. The specific matter being discussed is the use of Agency aircraft for transportation purposes. The point of contact to levy the request and ascertain the availability

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3. Experience shows that during those periods when the DCI, and probably the DDCI, are out of town and wish to change their travel plans, they, from time to time, levy the request through the Director's protective security staff or the Operations Center. Therefore, it is essential when calls are received from the Director requesting transportation changes that both the SDO and the Ops Center immediately inform the other party of the content of the request and point of contact they have had. It is only by this continuing coordination that we can insure that the totality of knowledge is known to whom is taking the action to arrange the transportation.

STATINTL

John F. Blake  
Deputy Director  
for  
Administration

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